

How to Record a Radio Reading Show

Step-by-step

For iPhone/iPad



Goodwill

YOUNGSTOWN AREA GOODWILL
INDUSTRIES, INC., SERVING

Eastern Ohio | Western Pennsylvania



Greetings from Radio Reading!

Thank you for helping us create content for many blind and print impaired listeners across the Valley and beyond.

If you have any questions during this process, please contact Mike Muder at 330-759-7921, extension 1249 or m.muder@goodwillyoungstown.org

Some tips before recording with an iPhone or iPad

1. For best results, record in a carpeted or smaller room, and if possible, avoid recording in an area with hard surfaces.

2. While recording, avoid setting your iPhone or iPad directly on a hard surface and maintain a distance of about a foot. You will want to position the device by pointing the microphone in your direction.

3. Observe your recording level from time to time to ensure you are not recording too loud or too soft. You can adjust your distance to your iPhone or iPad to help achieve a more balanced recording level.

Recording via iPhone & iPad

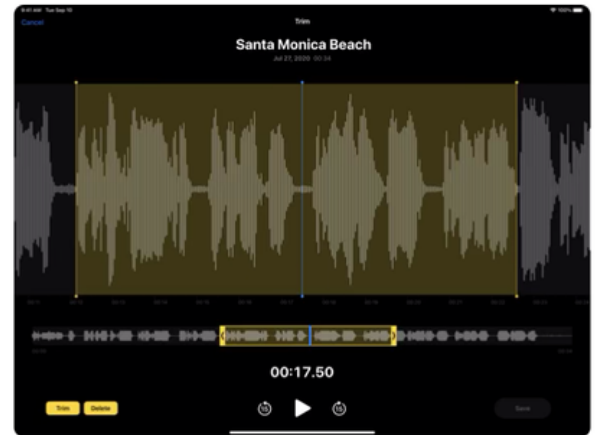
Step 1

Download the free "Voice Memos" app for iPhone or iPad from the App Store (if it's not already included on your device).



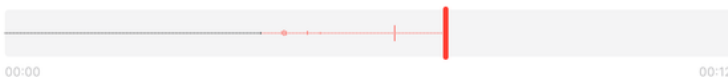
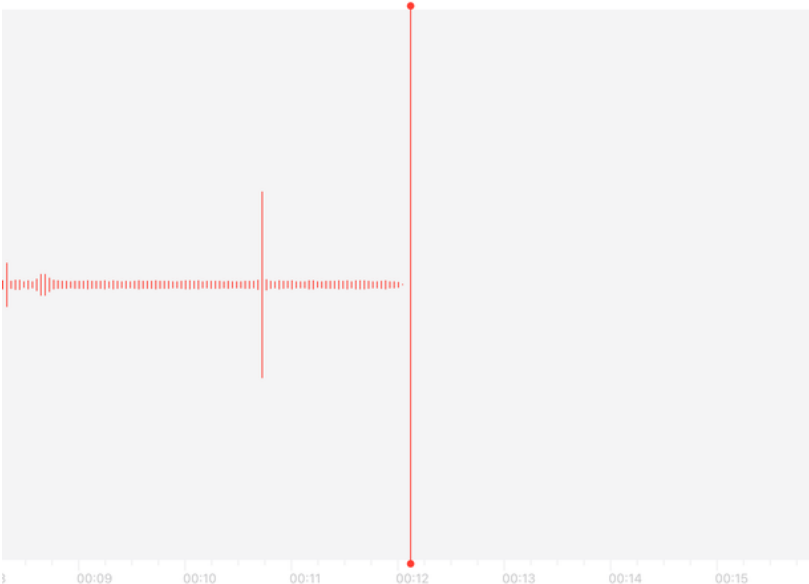
Voice Memos
Utilities

OPEN



Belmont Ave

8:21 AM 00:12



00:12.11



Step 2

Open the app.

Step 3

Press the "Red Record Button" to begin recording. You can pause the recording as often as you would like by pressing the "Pause" button. Press "Resume" to continue.

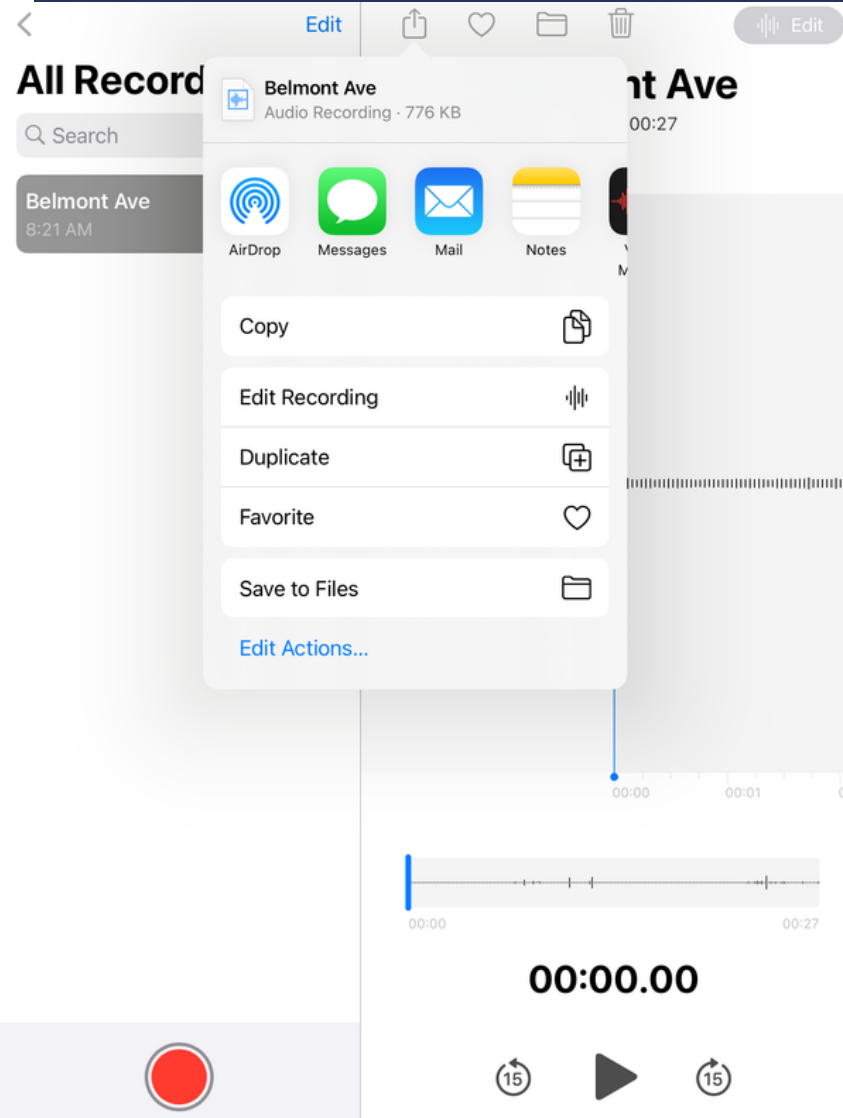
Step 4

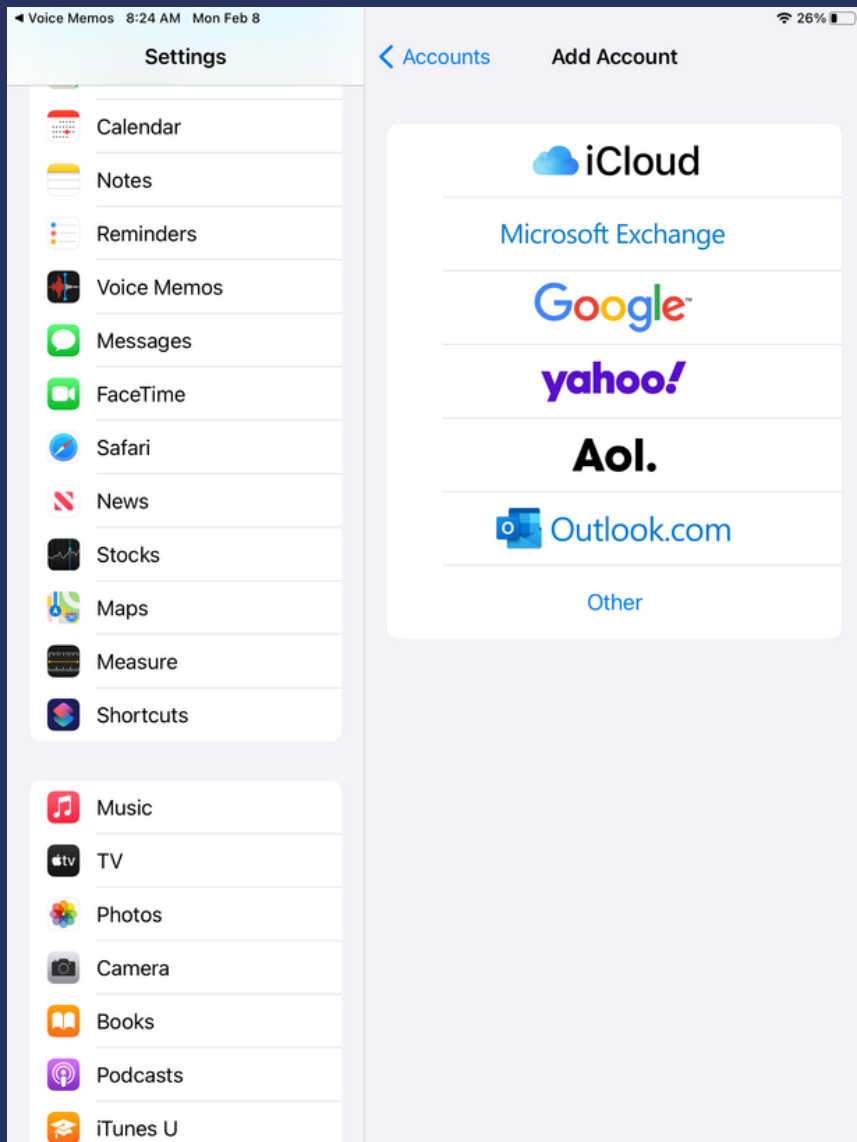
When you are finished recording, press the "Done" button. It will take a few seconds to save the file.



Step 5

To begin the process to send the file, select the "Share" icon at the top of the screen, which resembles a square with an arrow, then select "Mail."





Step 6

Select "Google."

When doing this for the first time, you will need to create a new Gmail account for yourself that you will use to send recorded files. If you need additional help with this step, please contact us.

Final Steps

Step 7 Enter
m.muder@goodwillyoungstown.org
in the "To" field and press "Return."
This will highlight the email address.

Step 8 Select the "Up Arrow" icon in
upper right corner.

Step 9 You may get a notification to use Mail
Drop because the file size is too large
to be sent via email. Select "Use Mail
Drop" to send the file.

Questions?

Email Mike Muder at
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or call 330-759-7921, extension 1249